



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5290.1A  
N9  
24 Aug 2009

COMNAVCRUITCOM INSTRUCTION 5290.1A

From: Commander, Navy Recruiting Command

Subj: REPORTING AND ACCOUNTABILITY OF VISUAL INFORMATION (VI)  
EQUIPMENT

Ref: (a) OPNAVINST 3104.2  
(b) COMNAVCRUITCOMINST 4400.1

(R)

Encl: (1) Visual Information Equipment Request/Authorization  
Format

1. Purpose. To establish command-wide policy for the reporting and accountability requirements of Visual Information (VI) Equipment.

2. Cancellation. COMNAVCRUITCOMINST 5290.1. All changes are identified by an "(R)" in the right hand column.

3. Background. Recently, VI management within the federal government has received increased emphasis. The procedures contained herein are issued to standardize VI equipment definitions, reporting methods, and accounting practices for all NAVCRUITCOM activities.

4. Definitions

a. VI Equipment. Items of a permanent or durable nature used for recording, producing, reproducing, processing, organizing, maintaining, storing, retrieving or exhibiting VI products capable of continued or repetitive use. This definition includes items that perform a VI function as an integral part of non-VI systems or devices that, when permanently removed, could be identified as VI equipment. Computers with a primary function of audio or imagery processing are considered VI equipment. Photographic, television/video, motion picture, visual exhibition, digital imaging, audio and graphic arts equipment are also considered VI equipment.

b. VI Production Equipment. Equipment used to produce VI products.

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c. VI Products. Material containing sound or visual imagery which conveys information. "VI products" include slide presentations, still photographs, visual graphics, motion pictures, video tapes, video cassettes, DVD-R, mini CD's, graphics, motion media, audio recordings (tape or disc), and any other products stored on permanent media.

5. Policy. NAVCRUITCOM (N9218) is designated as the VI Manager. The duties of the VI Manager are defined in reference (a) and include the following:

a. Provide technical assistance to Navy Recruiting Command regarding VI matters.

b. Serve as the NAVCRUITCOM subject matter expert for VI issues, including the acquisition, procurement, and distribution of VI products, equipment, and services.

c. Provide audit guidance to field activities in VI matters.

d. Approve the purchase and disposition of VI equipment or recommend approval of VI purchases and disposition from appropriate authorities when required.

6. Action. Per reference (b):

a. All NAVCRUITCOM activities will report VI equipment purchased, held, disposed of, damaged, lost or stolen using the Defense Property Accountability System (DPAS) maintained by the Logistics Support Officer (LSO). The VI manager will conduct routine audits to ensure compliance.

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b. All NAVCRUITCOM activities will designate, in writing, a VI Manager per reference (a). Commanding Officers will provide NAVCRUITCOM (N9218) with copies of VI designation letters and will update as changes occur.

c. NAVCRUITCOM Department Directors, Special Assistants and field activities must provide written requests to NAVCRUITCOM VI Manager (N9218) for the purchase of all VI equipment per enclosure (1).

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d. Region Commanders, District Commanding Officers, Officers-In-Charge, Department Directors and Special Assistants will ensure that personnel understand and comply with the provisions of this instruction.

/s/

R. R. BRAUN

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**Visual Information Equipment/Request Authorization**

1. Requests may be submitted to NAVCRUITCOM (N9421) either by memo or by email.
2. List detailed specifications of requested equipment, including, but not limited to:
  - a. Equipment manufacturer
  - b. Common name and brief description
  - c. Price per piece
  - d. Quantity requested
3. In paragraph (2), provide a brief description of intended use and the direct impact the purchase will have on local recruiting.
4. Provide POC name, title, commercial telephone and FAX numbers, email address, and complete mailing address.
5. Requests will be submitted via email with an attached MS Word document and must be sent to NAVCRUITCOM (N9421) for immediate processing. Email: [AndersonD@cnrc.navy.mil](mailto:AndersonD@cnrc.navy.mil). Phone: (901) 874-9064. Memos may be FAXED, with cover sheet letter, (901) 874-9074 or 9398.
6. Refer to COMNAVCRUITCOMINST 5290.1 or 4400.1 for amplifying information. All Information Technology (IT) equipment requests, including software, must be submitted to NAVCRUITCOM N6 via your designated SYSAD.

Enclosure (1)